

## 2008 Production Conference

### Consultant Expectations

- Introduction of Production Directors
- State & LPA Consultant Contracts under our oversight (explain Major New vs. everything else)
- Key items that must be managed
  - Time (Schedule)
  - Budget
  - Scope
- IPOC Committee (Which projects need to be presented)
- Project scope reduction in lieu of cost overruns.
- Accelerate every project where possible.
- There is planned and finite budget for District and IPOC Projects.
- Permits in advance of RFC
- Focus on the need for all contract documents to be submitted 1 month prior to RFC. (100% submittal requirement).
- Communication between Consultants and PM's
  - Bad news is best communicated early
  - Use of phone calls and e-mail
  - All communication concerning INDOT projects needs to be routed through the PM's (so we speak with one voice).
  - External stakeholders need to be listened to.
- Comments on the good performance of most of our consultants to date. The Districts discuss each of the Consultants successes monthly at our Peer Group Meeting. We view performance as an Agency wide issue and not on a District by District basis.
- C.O. Design Staff need to note that we view their work for us no different than the Consultant Community and the same expectations apply.
- Consultant are responsible and accountable for their work
- INDOT has hired non-engineer PM. They should be shown the same degree of respect as their engineer peers.
- All conflicts with outside parties needs to be disclosed